



Administrative Committee Agenda Packet

Governor
Arnold Schwarzenegger

Chair
Lawrence Gottlieb

Executive Director
Brian McMahon

Friday
June 23, 2006
1:00 p.m. — 4:00 p.m.

California Manufacturers & Technology Association
980 9th Street, Suite 2200
Sacramento, CA

Welcome and Announcements – Larry Gotlieb, Chair

Update - Executive Director's Report

Action – Approval of March 14, 2006 Summary of Actions

**California Workforce Investment Board
Administrative Committee Meeting
March 14, 2006 Summary of Actions**

Members in Attendance

Victoria Bradshaw
Jamil Dada
Chris Essel
Kirk Lindsey
Jose Millan

Discussion Items:

Update - Special Committee Reports

The four Special Committee Chairs and Staff Leads provided updates regarding the work of their respective Committees.

March 30, 2006 State Board Meeting Agenda

The Committee reviewed and concurred with the items presented on the draft agenda.

Action Items:

Approval of Administrative Items

- **October 31, 2006 Summary of Actions**

The Committee members unanimously approved the summary.

- **Waiver Requests to be Submitted to the Department of Labor**

The Committee members unanimously recommended approval to the State Board of the following four waiver requests

- 1) **Transfer Authority** – Allows Local Boards to transfer up to 50 percent of their allocations for Adult and Dislocated Worker services between the two programs. Current law allows only a 20 percent transfer, which constrains Local Boards' ability to respond appropriately to the varying needs of their different labor markets.
- 2) **Incumbent Worker Training** - Allows Local Boards to use up to 10 percent of their local formula allocations for incumbent worker training. Current law prohibits the use of local formula funds for incumbent worker training, forcing Local Boards to pursue other funding, such as Employment Training Panel or Governor's 15 Percent Discretionary funds, in order to respond to the increasing requests from businesses for this type of training.

- 3) Customized Training Match - Allows Local Boards to offer more customized training to employers, most often small businesses, who request it. Current law requires that the employer contribute a 50 percent match in funding a customized training program and employers, particularly those with 100 employees or less, often cannot make that large a commitment. The waiver would allow Local Boards to apply a sliding scale for the required match, depending on the number of employees, from employers with 100 employees or less.
 - 4) Public Service Employment - Allows Local Boards to fund Public Service Employment (PSE) from the onset of a declared natural disaster or emergency with local formula funds or, if available, 25 Percent Rapid Response funds. Current law prohibits the use of formula funds for PSE under any circumstances, but does allow the use of National Emergency Grant (NEG) funds for that purpose. NEG funds, however, can take three months or longer to be approved and cannot be applied retroactively.
- **Local Area Modification Request by Northern Rural Training Employment Consortium (NoRTEC) to add Sierra County**
The Committee members unanimously recommended approval to the State Board of the NoRTEC's Local Area Modification Request. The application requests that Sierra County move from Golden Sierra Consortium to the NoRTEC Local Area.

Approval to Participate in the Department of Labor's (DOL) Sharing How Access to Resources Empowers (SHARE) Initiative

The Committee members revised the motion to reflect that this item would be an update for the State Board members and referred back to the Committee for action. The Committee also directed staff to conduct additional research on resources required to sustain the project, and obtain information on the other two sites piloted by DOL.

Update – Special Committee Reports

- a. Business and Industry**
- b. Targeting Resources**
- c. Lifelong Learning**
- d. Accountability in Workforce Investments**

Business and Industry Special Committee Report June 2006

This report is an update of the Business and Industry Special Committee (Committee) strategies the Committee is pursuing as well as recommendations and products the Committee is presenting to the State Board for approval.

Special Committee Membership

Jamil Dada, **Chair**, Board Member
Stewart Knox, **Vice Chair**, North Central Counties Consortium Executive Director
Audrey Taylor, Board Member
Norris Bishton, Board Member
Charlie Brown, NORTEC Executive Director
Jerry Butkiewicz, Board Member
John Prentiss, CA Community Colleges, Chancellor's Office
Frances Laskey, President – California Employer Advisory Council
Sean Liou, Board Member
Ed Munoz, Board Member
Paul Saldana, President & CEO – Tulare County Economic Development Corp.
Warren Jackson, Board Member
Willie Washington, Board Member

Committee Description

The Committee's goal is to define how the workforce system can better serve business and industry, and how that can translate into improved occupational and career opportunities for future and current workers. The themes to be addressed by the Committee include:

- Supporting and improving local business services.
- Identifying and incorporating high-wage, high-growth jobs into career oriented service strategies.
- Maximizing information regarding promising practices.
- Supporting California's small businesses.

Partnerships

The Employment Development Department (EDD) has designated staff to support the work of the Committee. Additionally, through the Committee membership, partnerships with the California Manufacturers and Technology Association (CMTA) the California Association for Local Economic Development and the California Employer Advisory Council have been formed.

Summary of Activities

The following summarizes the Committee's work.

Strategic Planning Framework –State Board staff developed local planning guidance that is intended to collect and/or initiate local strategic planning efforts. The planning guidance will

assist Local Boards regarding their engagement of business and industry in identifying business' needs and developing strategies in providing services that are relevant to those needs. The planning guidance has been released to the Local Areas in draft form with local plans due to the State in the fall.

Business Services Policy Framework – A workgroup was formed to develop recommendations for providing guidance to Local Boards to establish and deliver quality and relevant business services through the One-Stops. The workgroup developed a policy framework that includes the following components:

- Guiding Principles
- Workforce development business services definition
- Business Services Categories
- Business Services Criteria
- Business Services Indicators

High-Wage, High-Growth Criteria - One of the Governor's 15% Discretionary funding priorities is High-Wage, High-Growth. At the Committee's direction, State Board and EDD staff identified criteria for the Committee's consideration to enhance this priority. The criteria would be incorporated into the next Solicitation for Proposals. The criteria are outlined below.

High Growth Criteria:

- Number of jobs in the economy, or
- New or emerging industry, or
- Impact on Job Growth in Other Industries.

AND

High Wage Criteria:

- The wage, or average wage, is at least the median for the region, by
- Bringing employees in, or
- Moving employees up.

Regional Forums – The State Board, in partnership with the California Workforce Association, the California Association for Local Economic Development, Employment Training Panel, and California Community Colleges has hosted three regional forums (Modesto-Chico-Riverside) in order to increase the integration among the workforce and economic development systems. These forums are intended to better align these systems and other regional resources to become enhanced local and regional economic assets. Attendance at the forums has averaged between 45 – 50 individuals. The forums included: an overview of trends and their impact and challenges, information on the streamlined process for accessing Employment Training Panel funds; a local showcase that highlights the integration of workforce and economic development in delivering quality services, and training resources available through the California Community Colleges Workforce and Economic Development Program. Five additional forums will be held in October 2006.

The next Committee meeting is scheduled for June 14, 2006. Agenda items include:

- Action on the Business Services policy framework for establishing and delivering quality business services at the One-Stops.
- Action on the High-Wage, High Growth criteria.
- An update regarding the three regional forums.
- Updates regarding the work of the other three Special Committees.

Targeting Resources Special Committee Report June 2006

This report provides an update on the activities and results of the Targeting Resources Special Committee (Committee). The report outlines the issues and strategies the Committee is pursuing, as well as products the Committee is proposing for presentation to the full State Board for approval.

Committee Membership

Barry Sedlik, **Chair** and Undersecretary, Business, Trade and Housing Agency
Mike Curran, **Vice-Chair**, Executive Director, North Valley Job Training Consortium (NOVA)
Richard Alarcon, Board Member
Jerry Butkiewicz, Board Member
Ada Carrillo, Acting Executive Director, Employment Training Panel
Jacqueline Debets, Economic Development Coordinator and WIB Executive Director, Humboldt County
Sean Liou, Board Member
Richard Mendlen, Board Member
Dwight Nixon, Board Member
Art Pulaski, Board Member
Miguel Pulido, Board Member
Wayne Schell, President, California Association for Local Economic Development

Committee Description

The Committee's focus is on targeting workforce resources to special workforce populations, industries, businesses, workforce services, economic and labor market information, and geographical areas to have the greatest economic impact for the State. The themes to be addressed by this Committee include:

- Advancing workers with barriers to employment.
- Investing resources in vital industries with statewide labor shortages.
- Continuing to improve State and local economic and labor market data.
- Targeting limited resources to areas where they can have the greatest economic impact.

Summary of Activities

Advancing Low Income Workers

The Secretary of the Labor and Workforce Development Agency (Labor Agency) has made available approximately \$1.5 million from the Governor's WIA 15 Percent Discretionary funding for this initiative and stipulated that it target chronic employed statutory minimum wage workers in three industries (leisure and hospitality; wholesale and retail; educational and health services). The Committee authorized the formation of a staff level working group,

to include local partners, to develop language for a Solicitation for Proposals (SFP), structured on the principles the Committee had previously identified.

During the Committee meeting on April 2006 the staff presented the workgroup's policy recommendations. The recommendations were in the broad areas of partnership formation, performance measurements, and targeting specific industries in California. The Committee debated the policy recommendations and then charged the staff with finalizing the recommendations and working to ensure that these elements were included in the 2006-2007 WIA 15% SFP. This work is on schedule and the elements and definitions to be included in the SFP will be presented to the Committee during the meeting of June 27, 2006.

The remaining actions will be the solicitation, application review and award process, which is managed internally by the Employment Development Department.

Strategic Planning - Short Range Goals

Staff has consolidated a list of issues and strategies (from state plan and parking lot issues identified during previous Committee meetings) into 10 major themes. The Committee members and the California Workforce Association (CWA) were polled and the results were presented at the April 18th Committee meeting. The members agreed on the following areas:

- Although LMI data needs are currently being addressed through the coordinated efforts of LMID and the Regional Economies Project, the CWIB staff will look for opportunities that could be easily implemented and be responsive to the needs of local areas. Staff will also present some discussion of these efforts at the next Committee meeting
- Consider a process for ensuring that competitive local grants under the Governor's 15 Percent Discretionary funds that are made available to public, private non-profit, and private for-profit entities through the Solicitation for Proposal process require the coordination of proposals with the Local Boards and their local strategic plans.
- Explore and develop policy recommendations that support partnerships between One-Stop, Social Services and Economic Development staff to inform and educate how to better capitalize on each others' assets
- Increase resources available through the One-Stops and the Workforce Investment Board by such means as financial support from industry, foundations, the federal government, other state agencies, and/or regional collaboratives.

Staff will continue to refine these broad areas and propose some actions for the Committee's consideration during future meetings.

Collaborative Strategies in the Goods Movement Sector

The Committee's work in the Logistics industry is to develop a proposal to promote innovative collaborative workforce strategies, bringing resources from across the workforce development and other related funding streams, to address employment shortages in the goods movement/logistics supply chain industry sector.

CWIB staff from the Life Long Learning and Targeting Resources Committees has combined efforts to develop a policy framework that could be used for workforce projects targeting an industry or special needs population. The proposed framework will be presented to the Committee members during the June 27, 2006 meeting. Potential outcomes from this work are:

- A recommendation to the Administration Committee supporting a policy framework and approach for a coordinated and collaborative response to the needs of business and industry in the Goods Movement sector.
- A recommendation on how such a proposal might be funded.
- Identification of Logistics in the 2006/07 WIA 15% SFP as an industry with statewide shortages and award grants to successful/responsive applicants. Utilize the policy framework to describe the partnerships and evaluate applications.
- An additional area of work is for the staff to continue to provide technical assistance to the Community College Economic & Workforce Development Program in its efforts to apply for DOL funding through the High Wage/High Growth SFP.

Next Steps for the Special Committee

The next Committee meeting is scheduled for June 27, 2006, 10:00 – 12:30 in Sacramento at the Sacramento Employment and Training Agency. The draft agenda includes a:

- Final report on the 15% SFP effort for advancing low income workers,
- Discussion and review of a proposed policy framework for addressing the needs of the logistics industry,
- Presentation of the work by the California Regional Economies Project and availability, access and use of labor market information, and
- Review of proposed actions for the items identified during the strategic planning session.

Lifelong Learning Special Committee Report June 2006

This report provides an update on the activities and results of the Lifelong Learning Special Committee (Committee). The report outlines issues and strategies the Committee is pursuing and recommendations and products the Committee is proposing for presentation to the full State Board for approval.

Special Committee Membership

Mark Drummond, **Chair**, Board Member
David Rattray, **Vice Chair**, President,
UNITE LA, Vice President, LA Area
Chamber of Commerce
Pat Ainsworth (Designee for the Honorable
Jack O'Connell)
Bob Balgenorth, Board Member
Ken Burt, Board Member
Victor Franco, Board Member
Kathy Kossick, LWIA Representative

Kathleen Milnes, Board Member
Gayle Pacheco, Board Member
Monica Poindexter, Genentech
Frank Quintero III, Board Member
Rona Sherriff (Designee for Senator
Wesley Chesbro)
Fred Slone, LWIA Representative
Philip Starr, One-Stop Operator
Joseph Werner, LWIA Representative
Alan Bersin, Secretary of Education

Committee Description

The Committee's focus is on collaborating to improve California's educational system at all levels by providing current and future workers with lifelong learning opportunities that are aligned with the new and changing economy. The major themes to be addressed by this Committee include:

- Improving career technical and vocational education.
- Improving Workforce Investment Act (WIA) Youth services, focusing on those youth most in need.
- Addressing literacy needs.
- Addressing apprenticeship programs.
- Addressing lifelong learning.

Partnerships

Lead staff from the Employment Development Department (EDD), the California Department of Education (CDE) and the California Community Colleges Chancellor's Office (CCCCO) were invited and are working with State Board staff to support the work of the Committee. Additionally, the Committee has established collaborative relationships with the U.S. Department of Labor (DOL), the office of the California Secretary of Education, the Department of Corrections and others concerned with lifelong learning at both the State and local levels.

Background

The Committee has met four times since its formation. The Chair has identified four objectives for the Committee in addressing its themes:

1. Alignment of education and workforce programs;
2. Leveraging of resources and expertise;
3. Increasing efficiency of efforts in terms of successful outcomes for resources spent;
4. Building on preferred or promising practices.

The Committee is continuing to address its two initial priorities:

- Develop policy guidance to support lifelong learning for both youth and adults.
- Develop recommendations for how the State Board can address the needs of WIA-eligible youth, including collaborative initiatives for improving and expanding workforce-education program models that provide pipelines to high wage high growth occupations and linkages to higher education.

The Board approved the Committee's progress report at the November 30th California Workforce Investment Board meeting. It included:

- Adopting the *Vision Statement* for lifelong learning developed by the Special Committee as a first step in providing guidance to Local Workforce Investment Boards and partners in promoting and improving access to lifelong learning for both youth and adults;
- Approving the Committee's collaboration with the California Secretary of Education, the California Community Colleges Chancellors Office, and the California Department of Education on initiatives to improve career technical and vocational education.

At the April 18, 2006 Committee meeting in Sacramento, California, the Committee reviewed the local planning guidance. The guidance was developed by a small working group of State Board staff and the Committee's Local Workforce Investment Board representatives and was designed to implement the State Board's vision for lifelong learning. This planning guidance will encourage Local Boards to develop their own visions for lifelong learning and to strategically plan for promoting and improving access to lifelong learning as critical elements of their local services. The guidance will be included as part of the Local Area Planning Guidance distributed later this year to all fifty Local Area Workforce Investment Boards.

Also, at the April 18, 2006 Committee meeting, the Committee discussed the workforce/education pilot program which is being proposed by the Chancellor's Office of California Community Colleges with contributions from the Committee. The Committee researched successful education and workforce collaborations to identify collaborative components and funding mechanisms for potential pilot programs, called "Career Advancement Academies." The pilots will primarily address out-of-school older youth and young adults and will build upon local promising examples of workforce and education partnerships. The pilot programs will require significant participation from the Local Workforce Investment Boards, Community Colleges and other key partners.

At the April 18th meeting, the Committee received a briefing from each of the State Board's four special committees. Each staff lead updated the Committee on their committee activities. The leads also informed the Committee of all the current initiatives and identified potential crossover work between committees.

Next Steps for the Special Committee

- Planning guidance for lifelong learning will be released as part of the 2006 Local Area Planning Guidance.
- The Committee will continue to review workforce-education models that are exhibiting success at serving older youth and adults who are in need of education and workforce skills, and will continue to coordinate with the Chancellor's Office on the proposed Career Advancement Academies.
- The Committee will develop a framework for programs linking education and workforce development to high-growth, high-wage careers, targeted industries, and/or targeted populations. The Committee will collaborate with other State Board special committees, the California Department of Education, the Employment Development Department and local area representatives to further enhance this framework.
- The Committee will coordinate with other initiatives currently being considered through other State Board committees that include, but are not limited to, literacy, apprenticeships, low-wage workers and employer-based learning.
- The Committee will conduct a strategic planning process which will review its themes, potential strategies and progress to date, and will identify new short-term goals and establish longer-range plans.

Accountability in Workforce Investments Special Committee Report June 2006

This report provides an update on the activities and results of the Accountability in Workforce Investments Special Committee (Committee). The report outlines the issues and strategies the Committee is pursuing, as well as products the Committee is proposing for presentation to the full State Board for approval.

Special Committee Membership

Kirk Lindsey, **Chair**, Board Member
Jerald Dunn, **Vice Chair**, CWA Chair
Cynthia Amador, Board Member
John Hooper, California Chamber of
Commerce

Charles Lundberg, Employment Training
Panel
Gayle Pacheco, Board Member
James Shelby, Board Member
Jan Vogel, Board Member

Committee Description

This Committee is charged with exploring and resolving issues under the following themes:

- Improving State and local coordination between partner agencies and programs.
- Identifying and achieving administrative efficiencies and better service integration in California's workforce system.
- Optimizing training and availability of funds.

Partnerships

The EDD identified lead staff to support the work of the Committee. The Committee is also working collaboratively with the California Chamber of Commerce; the Employment Training Panel; California Department of Education, Adult Education; California Department of Rehabilitation; and the California Workforce Association. Using the expertise of the CWIB members, we have board members representing small business, community based organizations, local workforce investment areas, economic development interests, and universal access issues.

Summary of Activities

One-Stop Certification - At the March 23, 2006 meeting, the Committee approved the recommendation to move forward and complete the State-level One-Stop Certification process by reestablishing the One-Stop Stakeholders Workgroup (Workgroup) which included various stakeholders from State and local government agencies and Executive Director's of local Workforce Investment Board Director. The Workgroup has met four times and based on the direction from the Committee, has updated and consolidated the

original basic standards criteria document for use in a State certification process. This document will become the foundation for a resource guide for local certification of One-Stop Centers. Along with the document, the Workgroup will bring forward to the Committee and the State Board recommendations for action concerning specific aspects of the State Board's policy framework for State-level One Stop Certification process.

One Stop Career Center System Cost Study - The research team has almost completed its first pilot case study and has started work on the second pilot case study. The remaining two case study sites have been identified and the team has also compiled its listing of the 20 Local Workforce Investment Areas to participate in the second phase of the study which will consist of either a telephone or web based survey. A State-level Steering Committee has been formed and has met twice. The research team has also scheduled and met with each State agency to obtain direct and indirect cost information that supports the service and delivery of their programs at the local level.

Capacity Building and Technical Assistance Workgroup - At the June 15, 2006 Committee meeting, the members approved adopting the request from the California Workforce Association (CWA) to join with State Board and Employment Development Department staff to establish a working group that will explore issues surrounding the use of State capacity building and technical assistance resources. Currently, the CWA feels that Local Boards have had less influence in how capacity building and technical assistance are provided under WIA than they did under the JTPA, and that some of the current efforts could be more beneficial if modified. Hence, the need to examine current capacity building efforts in order to identify desired modifications that would lead to better serving Local Board's contemporary needs.

Next Steps for the Special Committee

The Committee will:

- Complete the first pilot case study and begin the second pilot case study.
- Complete the collection of and summarize State-level cost information.
- Finalize the One Stop Certification policy framework recommendations for presentation to the State Board.
- Establish a workgroup to examine and develop policy recommendations concerning capacity building and technical assistance to the Local Boards.

**Discussion – Administrative Committee/State Board Membership
and Procedural Matters**

Discussion – July 20, 2006 State Board Meeting Agenda



CALIFORNIA WORKFORCE INVESTMENT BOARD

MEETING NOTICE

**Sacramento Public Library
Tsakopoulos Library Galleria
828 I Street
Sacramento, CA**

**Thursday, July 20, 2006
10:00 a.m. – 12:30 p.m.**



Lawrence Gotlieb
Chair

Christine Essel
Vice Chair

Arnold Schwarzenegger
Governor

Brian McMahon
Executive Director

AGENDA

- 1. Welcome and Opening Remarks**
 - **Larry Gotlieb, Chair**
 - 2. Update – Labor and Workforce Development Agency Report**
 - 3. Update - Executive Director's Report**
 - 4. Action – Approval of March 30, 2006, State Board Meeting Summary**
 - 5. Action – Approval of Special Committee Reports**
 - a. Business and Industry**
 - b. Targeting Resources**
 - c. Lifelong Learning**
 - d. Accountability in Workforce Investments**
 - 6. Discussion - WIA Evaluation Report**
 - 7. Public Comment**
 - 8. Other Business that May Come Before the Board**
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Meeting conclusion time is an estimate; meeting may end earlier subject to completion of agenda items and/or approved motion to adjourn.

In order for the State Board to provide an opportunity for interested parties to speak at the public hearings, public comment may be limited. Written comments provided to the California Workforce Investment Board must be made available to the public, in compliance with the Bagley-Keene Open Meeting Act, §11125.1, with copies available in sufficient supply.

Individuals who require accommodations for their disabilities (including interpreters and alternate formats) are requested to contact the California Workforce Investment Board staff at (916) 324-3425 at least ten days prior to the meeting. TTY line: (916) 324-6523. Please visit the California Workforce Investment Board website at <http://www.calwia.org> or contact Teresa Gonzales for additional information.

Public Comment

Other Business that May Come Before the Committee